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Approved For Release 2005/11/17 : CIA-RDP58-00039A000500030036-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 2 May 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 24 April - 1 May

25X1 1. [] of Management Staff brought his suggested changes in the proposed Finance Handbook to this office for discussion. These suggestions were reviewed by this staff and will be brought up in a meeting, 2 May, with [] and Mr. Tom Karamessines before reproduction.

25X1 2. [] has completed his editing of the Basic Tradecraft Manual. Suggested changes were discussed with [] and for the most part they were acceptable. [] contributions which include the title have enhanced the potential training value of the book considerably.

25X1 3. The first Cable Refresher for DDS was presented 1 May for Finance and Audit people. This first session progressed quite well and following courses will reflect improvement. [] felt that the people learned a great deal and their interest was evidenced by good participation. A copy of the schedule is attached.

4. Operations Support #20 ended on Friday, 27 April. It is interesting to note that the individual attention, made possible by a smaller enrollment, reflected an overall high average.

25X1 5. [] was contacted for verification of the proposed merger of Plans and Operations Divisions of the FI Staff. While this plan is commonly known, [] said the notice has not been published yet and, suggested that I check with him later.

25X1 6. [] A&E, and [] Agency Consultant on testing, met with [] and discussed the merits of the tradecraft film tests used in Operations Support. Both men liked this testing approach. [] is scheduled to take the tests sometime this week and more profitable discussions can then result.

25X1 7. [] was briefed on DDP organization and our background materials were given him for study. This is in preparation for his coming lectures in BOC.

25X1 8. [] was given Intelligence background materials formerly used by this staff for his use in writing a new lecture for BOC.

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